



**Tennessee College of Applied Technology
Off-Campus Site Approval Form**

Date: _____

TCAT: _____

Site Name: _____

Site Address: _____

County Name: _____

Proximity to Main Campus: _____ miles

Is site within:

___ County of Main Campus ___ Contiguous County ___ Elsewhere

Access to site is:

___ Open (Anyone can enroll) ___ Restricted (Only specific groups may enroll)

Site category is:

- ___ Higher education institution
- ___ Elementary, middle, or high school – Dual Enrollment ONLY
- ___ Elementary, middle, or high school – OTHER
- ___ Business or community center
- ___ Recreational facility
- ___ Other- Specify _____

Site is expected to be:

___ one-time ___ short term (one academic year or less) ___ long term

Expected trimester to begin offering classes at proposed off-campus site: _____

Estimated number of students to be served during first trimester: _____

Justification for Site Approval

Please provide a detailed justification of need, and an explanation of the intended purpose for this proposed site. The justification should include a detailed overview of (1) need, (2) demand, (3) operational costs and external financial support, and (4) coursework to be offered. Please use attachments as needed.

Form A1.4BA

Cost Factors

Please include a short narrative around any shared expenses and resources to be used in the implementation of this proposed site (e.g., school district covers costs of materials). Attach additional documentation to this form, as needed.

Estimate **all costs** and **external funds** for the implementation of the proposed site.

	First Trimester	First Year (long term only)
Number of faculty needed		
Existing full-time		
Adjunct		
New full-time for site only		
Estimated instructional costs		
New personnel costs	\$	\$
Cost of rental/ lease	\$	\$
Term of lease		
Estimated cost of utilities	\$	\$
Other Total	\$	\$
Equipment	\$	\$
Maintenance	\$	\$
Other	\$	\$
Grand Total	\$	\$
Anticipated external funds	\$	\$

Note: Upon approval by System/Governing Board and Commission Staff, it is the institution's responsibility to notify COE or other applicable accrediting agencies in accordance with their substantive change policies, where required.

Approvals

TCAT: _____ Date: _____
Tennessee Board of Regents: _____ Date: _____
Tennessee Higher Education Commission: _____ Date: _____
Site Code Assigned: _____ Date: _____